18. Examine the importance of providing constructive feedback in mock interviews.

19. Trace out the physiological and psychological effects of stress on the body and mind.

20. Explain the qualities and attributes that define effective leadership.

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**APRIL/MAY 2025**

## 23PSEN26 — EMPLOYABILITY SKILLS (SEC I)

Time : Three hours Maximum : 75 marks

SECTION A — (10 × 2 = 20 marks)

Answer ALL questions.

1. What role do communication skills play in leadership and management?

2. How can reading skills benefit professional and personal growth?

3. What are some key points to remember when introducing yourself in a professional setting?

4. How do you navigate introductions and greetings in social settings?

5. What level of experience do you have in your desired field?

6. How do you prepare for common interview questions related to your field?

7. What techniques do you use to calm yourself during stressful situations?

8. What strategies do you use to empathize with others and understand their perspectives?

9. How do you build and maintain effective teamwork within your team?

10. How do you balance logic and intuition in your decision-making process?

SECTION B — (5 × 5 = 25 marks)

Answer ALL questions.

11. (a) What are the benefits of effective communication?

Or

(b) Examine the differences between verbal and nonverbal cues in conveying emotions.

12. (a) What are some techniques for providing clear and concise answers to questions?

Or

(b) State some strategies for initiating and maintaining conversations in social gatherings.



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13. (a) How do you handle unexpected or difficult questions during an interview?

Or

(b) Can you explain the importance of promptly returning missed calls and voicemails?

14. (a) How do you handle distractions and maintain concentration on important tasks?

Or

(b) What steps do you take to cultivate self-awareness and self-reflection?

15. (a) Mention the strategies you employ to motivate and inspire your team members.

Or

(b) What strategies do you use to brainstorm and generate creative solutions to problems?

SECTION C — (3 × 10 = 30 marks)

Answer any THREE questions.

16. Analyze the impact of technology on verbal and nonverbal communication.

17. Discuss the different types of questions (e.g., open-ended, closed-ended, probing)